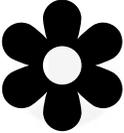


## Setting Up Multifactor Authentication

**\*Please Note: It is highly recommended that everyone sets up multiple MFA sources to avoid issues if a phone is lost or forgotten. An office phone is suggested for use as an alternative method if you are using a cell phone.**

Sign In

EasyLogin Username  
Your username is the characters before the @ symbol for your CCSNH email address.

EasyLogin Password

  
 Remember me  
  

Need help signing in?

Set up screen will prompt

### Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

-  **Okta Verify**  
Use a push notification sent to the mobile app.
-  **Security Key or Biometric Authenticator**  
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **SMS Authentication**  
Enter a single-use code sent to your mobile phone.
-  **Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.

## Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



### Okta Verify

Use a push notification sent to the mobile app.

Setup

CLICK



### Security Key or Biometric Authenticator

Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup



### SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup



### Voice Call Authentication

Use a phone to authenticate by following voice instructions.

Setup

COMMUNITY COLLEGE  
system of New Hampshire

Setup Okta Verify

Select your device type

iPhone

Android

Back to factor list

SELECT

Setting Up Multifactor Authentication

Install app on phone

## iPhone

COMMUNITY COLLEGE  
system of New Hampshire

Setup Okta Verify

Select your device type

iPhone

Android

Download Okta Verify from the App Store onto your mobile device.

Next

Back to factor list

## Android

COMMUNITY COLLEGE  
system of New Hampshire

Setup Okta Verify

Select your device type

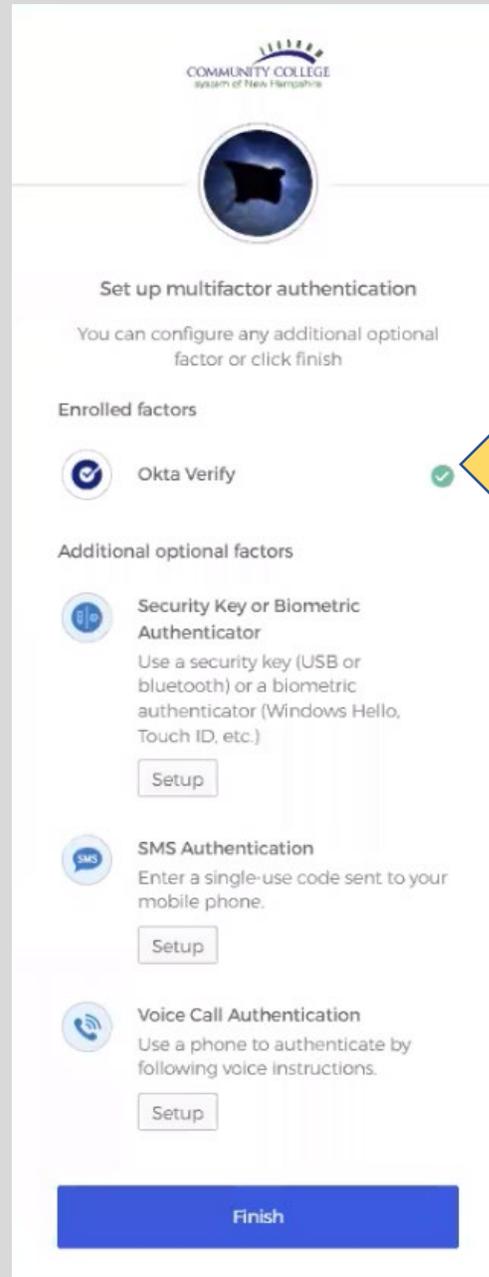
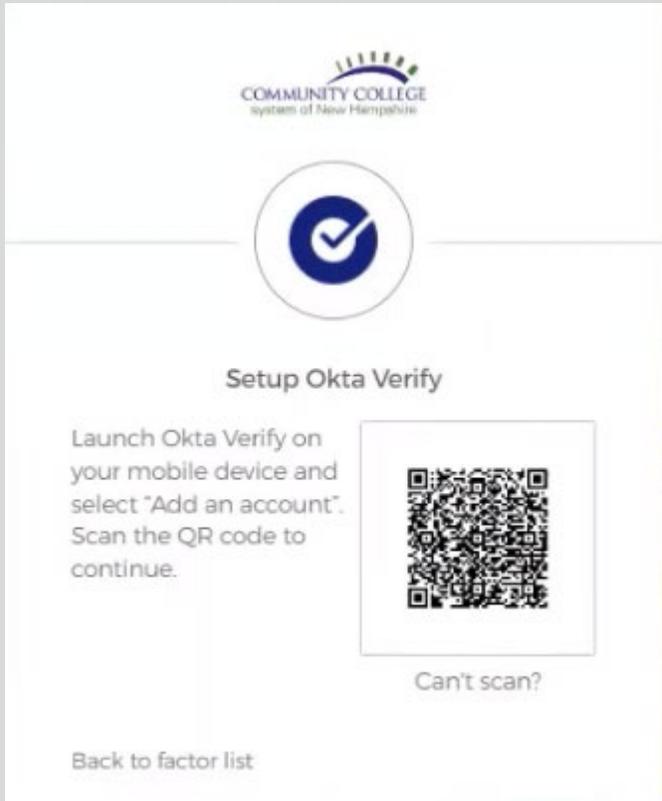
iPhone

Android

Download Okta Verify from the Google Play Store onto your mobile device.

Next

Back to factor list

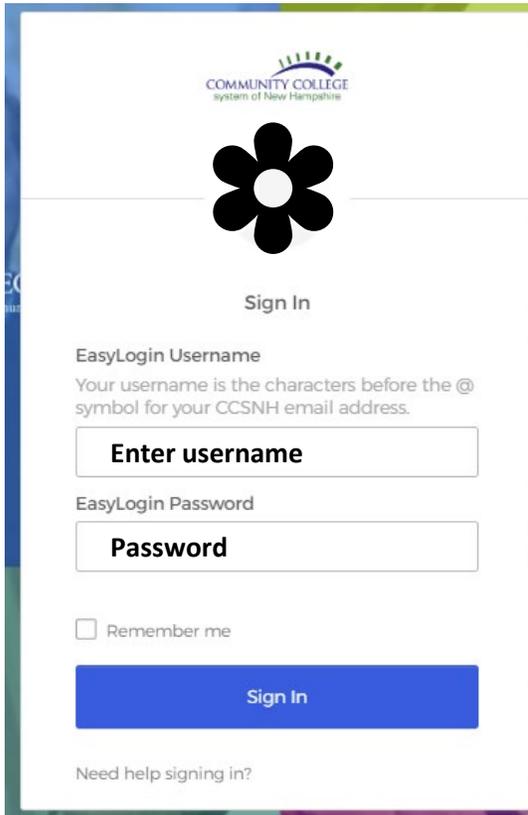


## Setting Up Multifactor Authentication

Green circle with white check mark means successfully setup

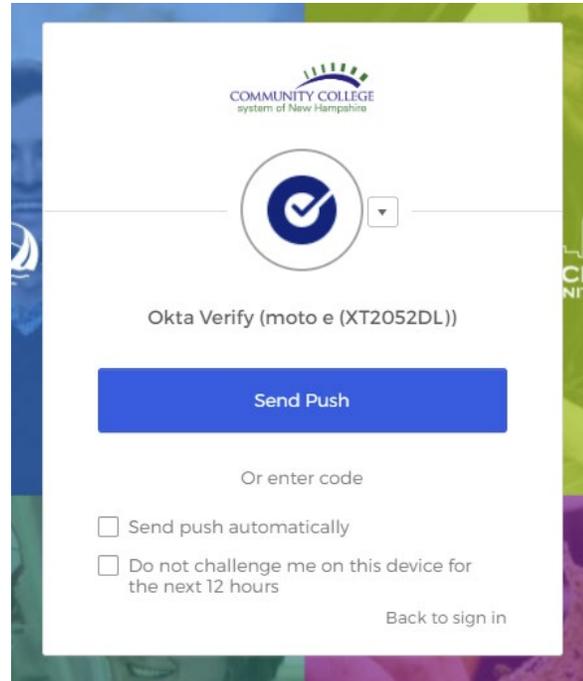
COMPLETE STEPS ON PHONE

## Step One: Okta Login No change



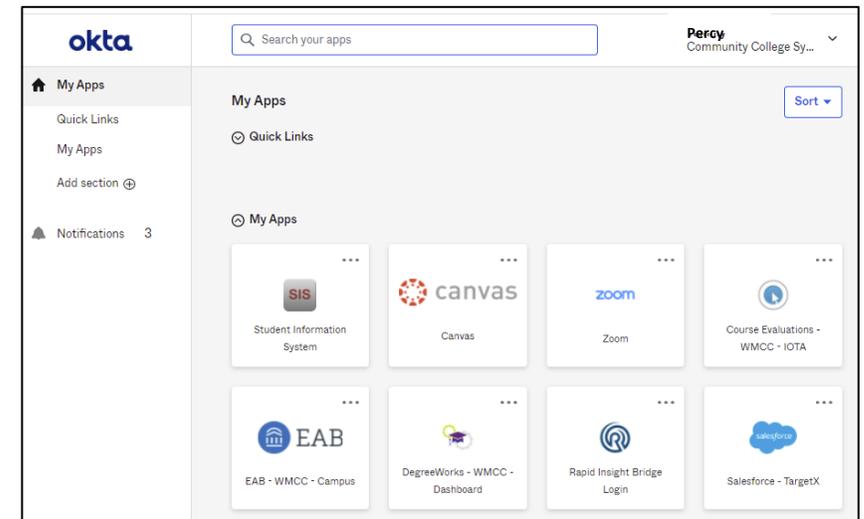
The image shows the Okta login page for the Community College System of New Hampshire. At the top, there is the CCSNH logo and a large black flower icon. Below the icon is a "Sign In" button. The page has two main input fields: "EasyLogin Username" and "EasyLogin Password". The username field has a placeholder "Enter username" and a note that the username is the part before the @ symbol in the email address. The password field has a placeholder "Password". There is a "Remember me" checkbox and a "Sign In" button at the bottom. A link for "Need help signing in?" is at the very bottom.

## Step Two: MFA New Step



The image shows the Okta MFA page. It features the CCSNH logo and a circular icon with a checkmark. The text "Okta Verify (moto e (XT2052DL))" is displayed. A prominent blue "Send Push" button is in the center. Below it, the text "Or enter code" is shown. There are two checkboxes: "Send push automatically" and "Do not challenge me on this device for the next 12 hours". A "Back to sign in" link is at the bottom right.

## Portal Dashboard portal.ccsnh.edu

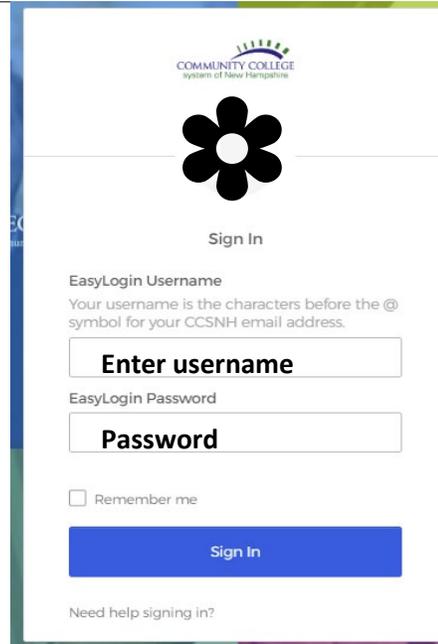


The image shows the Okta portal dashboard. The top left has the "Okta" logo. A search bar "Search your apps" is at the top right. The user's name "Percy Community College Sy..." is in the top right corner. The dashboard is organized into sections: "My Apps" (with sub-sections for Quick Links, My Apps, and Add section), "Notifications" (3), and a grid of application tiles. The tiles include: Student Information System (SIS), Canvas, Zoom, Course Evaluations - WMCC - IOTA, EAB - WMCC - Campus, DegreeWorks - WMCC - Dashboard, Rapid Insight Bridge Login, and Salesforce - TargetX.

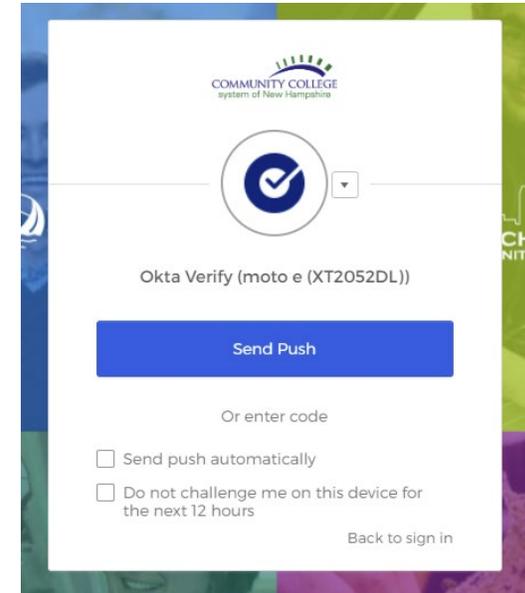
## Step One: Banner Login No change



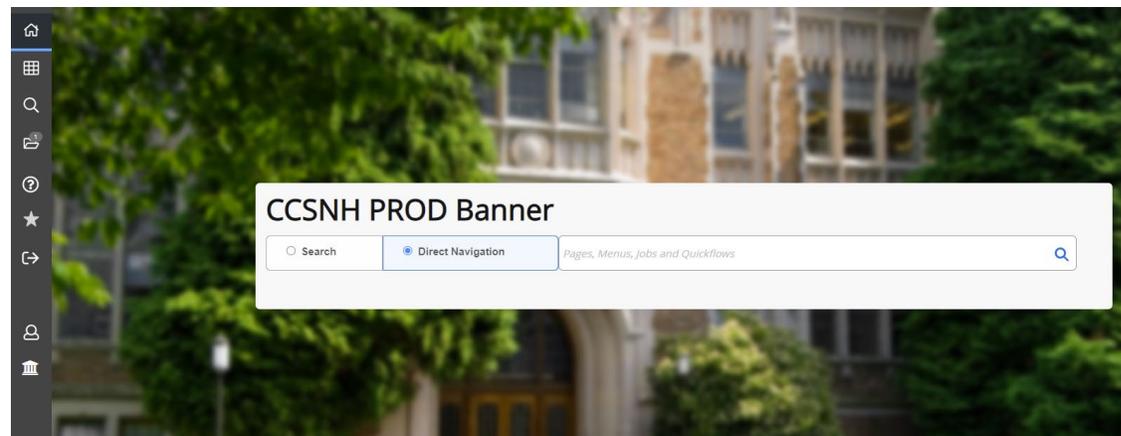
## Step Two: Okta Login No change



## Step Three: MFA New Step



## Banner Landing Page



COMMUNITY COLLEGE  
system of New Hampshire



Okta Verify (moto e (XT2052DL))

**Send Push**

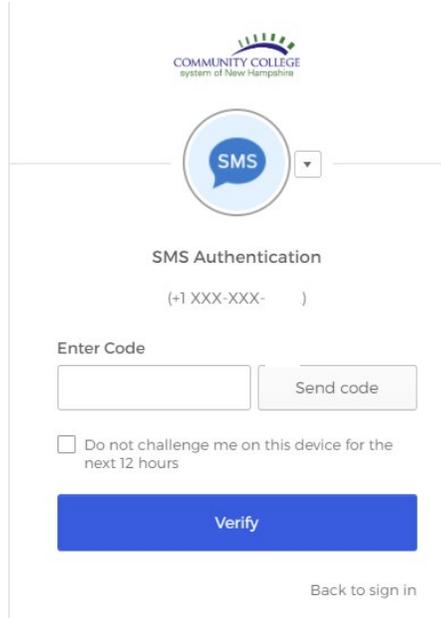
Or enter code

Send push automatically

Do not challenge me on this device for the next 12 hours

[Back to sign in](#)

Change to other verification setup using the drop-down menu



COMMUNITY COLLEGE  
system of New Hampshire



SMS Authentication  
(+1 XXX-XXX- )

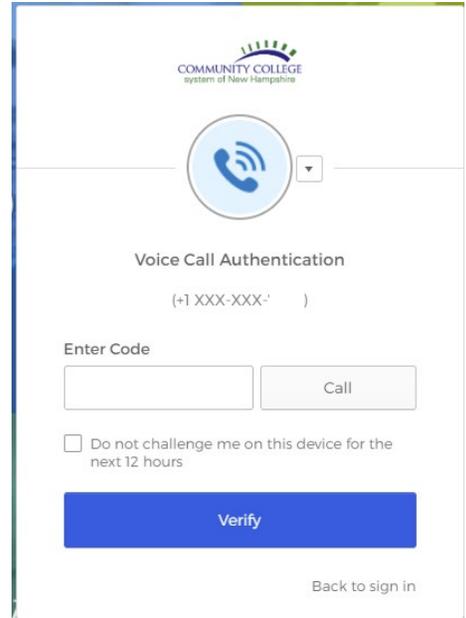
Enter Code

**Send code**

Do not challenge me on this device for the next 12 hours

**Verify**

[Back to sign in](#)



COMMUNITY COLLEGE  
system of New Hampshire



Voice Call Authentication  
(+1 XXX-XXX- )

Enter Code

**Call**

Do not challenge me on this device for the next 12 hours

**Verify**

[Back to sign in](#)



Okta Verify (moto e (XT2052DL))

Send Push

Or enter code

- Send push automatically
- Do not challenge me on this device for the next 12 hours

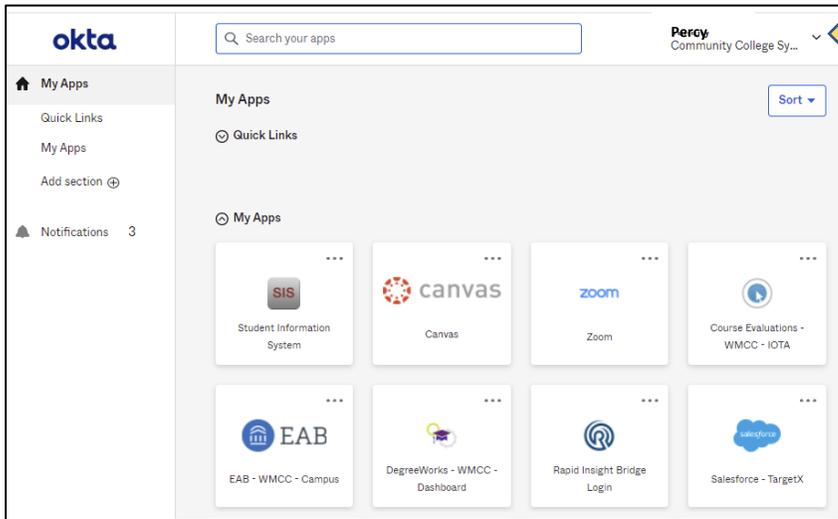
[Back to sign in](#)

CHECK MARK BOX ON YOUR WMCC ISSUED DEVICE OR PERSONAL DEVICE

**DON'T NOT CHECK OFF THIS BOX IN CLASSROOMS OR COMPUTER LABS**

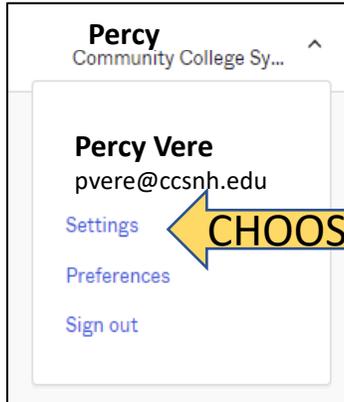
# UPDATE/CHANGE MFA SETTING

Login into portal.ccsnh.edu



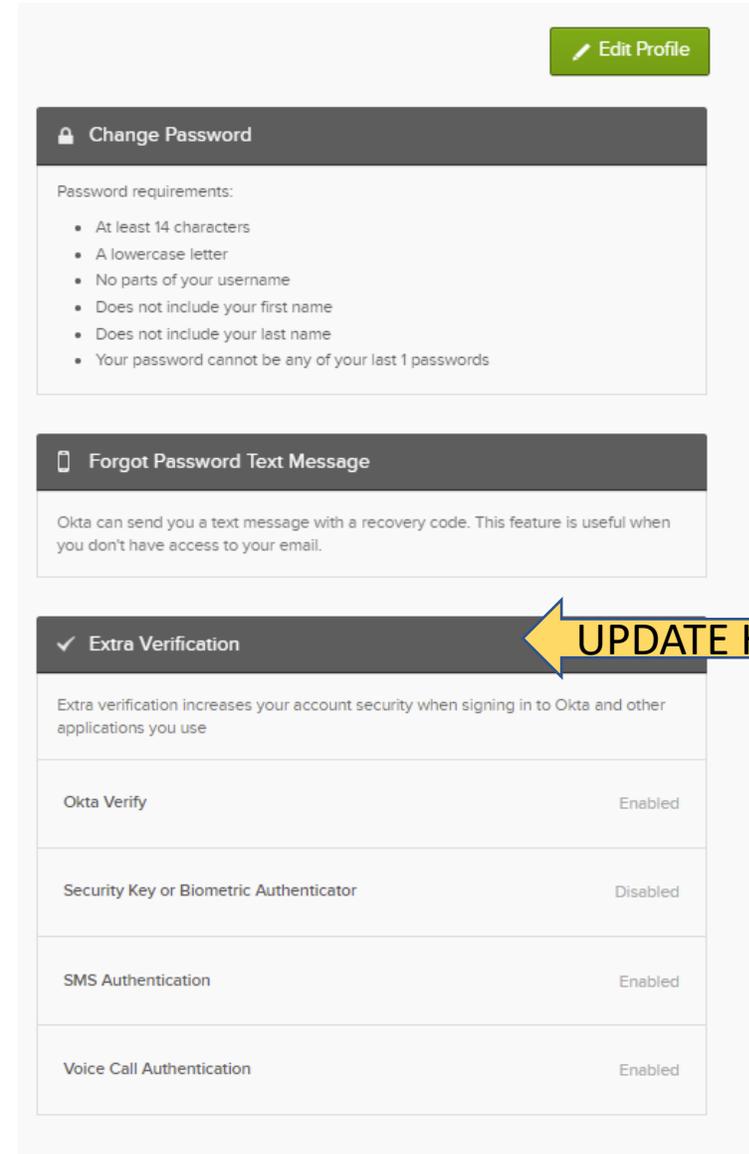
The screenshot shows the Okta dashboard for Percy Vere. The top right corner displays the user's name and email, 'Percy Community College Sy...', with a dropdown arrow. A yellow arrow labeled 'CLICK' points to this dropdown arrow. The main area shows a grid of application tiles including SIS, Canvas, Zoom, Course Evaluations, EAB, DegreeWorks, Rapid Insight Bridge, and Salesforce.

CLICK



The dropdown menu is open, showing the user's name 'Percy Vere' and email 'pvere@ccsnh.edu'. Below the name are four options: 'Settings', 'Preferences', and 'Sign out'. A yellow arrow labeled 'CHOOSE' points to the 'Settings' option.

CHOOSE



The screenshot shows the 'Edit Profile' page in Okta. At the top right is a green 'Edit Profile' button. Below it is a 'Change Password' section with a list of password requirements. The next section is 'Forgot Password Text Message'. The 'Extra Verification' section is highlighted with a yellow arrow labeled 'UPDATE HERE'. It lists several authentication methods and their status: Okta Verify (Enabled), Security Key or Biometric Authenticator (Disabled), SMS Authentication (Enabled), and Voice Call Authentication (Enabled).

Edit Profile

## Change Password

Password requirements:

- At least 14 characters
- A lowercase letter
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 1 passwords

## Forgot Password Text Message

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

## Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use

|   |          |
|---|----------|
| Okta Verify                             | Enabled  |
| Security Key or Biometric Authenticator | Disabled |
| SMS Authentication                      | Enabled  |
| Voice Call Authentication               | Enabled  |

UPDATE HERE